



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

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VACANCY NOTICE

***CHIEF OF FISCAL INTEGRITY AND EFFICIENCIES**

Salary range starting at \$112,995 – Mid range \$136,594

Applications will be accepted until position is filled.

The Rhode Island Department of Elementary and Secondary Education now uses SchoolSpring for all of our non classified job postings. Applications will only be accepted through SchoolSpring.com. [Sign up now](#) to begin your application so that you're ready to apply when jobs are posted.

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

**Subject to FTE approval and available funding*

(Position is part of Board of Regents non union staff)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: CHIEF OF FISCAL INTEGRITY AND EFFICIENCIES

ORGANIZATIONAL CENTER: This position is located in the Division of Fiscal Integrity and Efficiencies. This position reports to the Commissioner.

GENERAL STATEMENT OF DUTIES: Responsible for the management of one of three divisions of the Department of Elementary and Secondary Education, including the Offices of Finance, Statewide Efficiencies, Human Resources, and Network and Information Systems; Provide policy guidance and administrative direction for statewide programs and financial operations; Oversee the implementation of all programs within the division: Assure coordination with other department programs; facilitate collaboration with other state agencies and foster partnerships with communities, organizations, and school districts. Incumbent also serves as member of the Commissioner's senior leadership team.

LEADERSHIP, MANAGEMENT AND COLLABORATION: The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome and must ensure that issues related to equity, special needs and adult basic education are addressed in a comprehensive fashion. The context for this work must be strong advocacy for students and schools and a positive commitment to the role of the Department of Education as a central state level advocate. Must work in collaboration with other team members to support the Department's strategic plan's priorities of "Ensuring Educator Excellence", "Accelerating All Schools Toward Greatness", "Establishing World-Class Standards and Assessments", and "Developing User Friendly Data Systems".

SUPERVISION RECEIVED: Works under the general direction of the Commissioner and Deputy Commissioner in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results. Incumbent is subject to an annual performance assessment.

SUPERVISION EXERCISED: Facilitates, directs, coordinates and assesses the work of professional, technical, and support staff; Directors of the four Offices within the Division are direct reports to the Chief. Work is reviewed in process, as necessary, and upon completion for achievement of desired results and on collaborative processes used in achieving results.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Coordinates and implements the work of most of the Department's operations, including fiscal, budget, grants, purchasing, IT, HR, nutrition, school construction, fiscal reporting, audits, and statewide efficiencies, including transportation. a major division of the department, assigning, monitoring and reviewing programs, contractual relationships, and collaborative ventures to achieve the department's mission.

Produces periodic policy and planning documents concerning the work of departmental operations, addressing issues of current and future impact and coordinating with other divisions of the department.

Participates in the development and preparation of short-term and long-range plans and budgets based upon broad organization goals and objectives. Recommends their adoption to the Commissioner.

Evaluates programs as to the effectiveness in achieving the Regents' mission and efficiency in meeting objectives and to revise programs and policies to enhance effectiveness and efficiency.

Coordinates and oversees budget and grant proposals to obtain state, federal and foundation funding for education programs and to align with Regents' priorities.

Directs the development and installation of procedures and controls, to promote communication and adequate information flow, and thereby solidify management control and direction of the enterprise.

Coordinates program and policy development and implementation with other state agencies and private organizations.

Works with the political structure to achieve the Regents' mission, including testimony before the legislative and policy bodies.

Develops and maintains appropriate advisory groups for programs within the department.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of the principles and practices of policy development, strategic planning, budget development and communication with a focus on education and education support systems and services.

Knowledge of the legislative and regulatory process for purposes of policy and budget formation and implementation, including systemic reform efforts.

Deep knowledge of government operations and inter-governmental relations on the federal, state and local levels, including methods for developing government collaborations with private and not-for-profit sectors.

Budgeting and financial management expertise required, along with demonstrated administrative and supervisory experience.

Skilled in solving complex problems.

Skilled in leading multi-faceted projects across disciplines and offices.

Skilled in handling multiple tasks simultaneously.

Skilled in managing budgets and strategic planning efforts.

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EDUCATION: Bachelor's Degree in Finance, Accounting, Business, Administration, Education, or related field. Master's degree in Public Administration, Business Administration or a closely related field strongly preferred.

EXPERIENCE: Five years of management level experience in finance and program implementation.

OR: Any combination of education and experience that shall be substantially equivalent to the above.

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodations can be made for individuals with a disability.

Revised: January 2013